



Dawn Moore

LEASING AGENT ASSISTANT

📞 (555) 789-1234

✉️ dawn.moore@email.com

📍 United States, Seattle, WA

SKILLS

Basics of lease administration and rental application processing Expert

Effective database management Expert

Strong communication and customer service skills Expert

Excellent organizational abilities and attention to detail Expert

Problem-solving and time management capabilities Expert

Team collaboration and adaptability Expert

HOBBIES

- DIY home improvement projects
- Gardening and urban farming

PROFESSIONAL SUMMARY

Highly motivated and detail-oriented recent graduate with a Bachelor's degree in Business Administration, seeking an entry-level Leasing Agent Assistant position. Equipped with strong organizational and communication skills, and hands-on experience from internships in property management and customer service.

EDUCATION

★ 2020 - 2024

Bachelor of Business Administration

University of Washington / United States, Seattle, WA

- **GPA:** 3.7/4.0
- **Dean's List** – Fall 2022, Spring 2023, Fall 2023
- **Business School Scholarship Recipient** – 2023

EXPERIENCE

★ January 2024 - June 2024

Leasing Intern

Greenwood Property Management / United States, Seattle, WA

- Assisted in scheduling and conducting property tours for prospective tenants.
- Supported the processing of rental applications and background checks.
- Provided administrative support including data entry and file management.
- Coordinated maintenance requests and communicated with tenants to ensure timely resolutions.

VOLUNTEER EXPERIENCE

★ September 2023 - Now

Community Outreach Volunteer

Seattle Homeless Shelter, WA

- Organize and facilitate community outreach programs to support homeless individuals.
- Assist with the distribution of essential supplies and coordinated volunteer activities.
- Provide support and resources to help clients navigate housing and social services.